Letters of Support/Cooperation for the Conduct of Research

All Letters of Support/Cooperation Are to Specify at Minimum:

- Faculty/Mentor PI Name
- The Student Investigator's name (if applicable)
- The IRB protocol title (and number, if known)
- The name of the site where the research will be conducted.
- A brief summary of the research activities to be conducted at the site to demonstrate understanding of the research project(s) to be undertaken at their site.
- The statement of permission from the agency or individual, acknowledging that they are aware of the study and its parameters, stating either specifically what the researcher is allowed to do or that the entire project has been shared with them and they agree to the total project.

Letters of Support/Cooperation must be traceable to the authority who gave permission.

- Acceptable signatures include a hand-signed, printed form (preferably with company letterhead), which is then scanned and uploaded to the IRB application.

- A signed letter or email sent from institution’s senior officer of the site with full contact information provided for institution’s senior officer, which is then scanned and uploaded to the IRB application.

- Alternatively, email documentation is acceptable as long as full contact information is provided (e.g., a full signature) and the senior officer’s official institutional email address is used (which can then be scanned and uploaded to the IRB application.